



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Consultant (Social Security including Social Welfare)

Date: 28 July 2015

Ref. No. UNDP/PN/25/2015

Country: Nepal

Description of the assignment: To provide technical support to the team of national consultants in carrying out the tasks relating to analysis and assignment of social security including social welfare function of the Government of Nepal.

Project name: UNDP/Prepare the Public Administration for State Reform (PREPARE)

Period of assignment/services (if applicable): Mid Aug – end November 2015, 14 days (10 days home based and 4 days in-country visit)

Duty Station: Kathmandu, Nepal

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/25/2015 – International Consultant (Social Security including Social Welfare), UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to procurement.np@undp.org no later than **7th August 2015**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address: registry.np@undp.org. Request for clarification must be sent by 2 August 2015. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>.

1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Please refer to the attached ToR (Annex 1)

Please submit your application at the following email address: procurement.np@undp.org

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education & Experience:

- At least a Master's Degree in law, public administration, political science, public policy, local governance, social security, social welfare or any other areas related to the sector of the assignment
- At least 10 years of experience in research and consultancy services in areas of public administration, decentralization, public policy or management, public sector reforms and other areas to the sector of assignment, preferably with relevant knowledge of functional analysis of relevant sectors / organizations of government or public administration in different countries which have gone through the process of federalization of state and conflict situation

II. Other competencies:

Functional Competencies:

- Proficiency in spoken and written English
- Excellent analytical and English report writing skills
- Ability to meet tight deadlines.

Corporate competences:

- Commitment to UNDP's mission, vision and values;
- Sensitivity to cultural, gender, religion, race, nationality and age differences;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment;
- Demonstrate consistency in upholding and promoting the values of UN in actions and

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed financial proposal and PII template annexed to this letter.
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work (limit to under 1500 words);

Note:

- a. Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b. The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP).
- c. Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for the Financial Evaluation.

| Criteria | Weight | Max. Point |
|--|---------------|-------------------|
| <u>Technical</u> | 70% | 70 |
| Criterion A: <ul style="list-style-type: none">Specialised knowledge | 30% | 30 |
| Criterion B: <ul style="list-style-type: none">Experience in similar programme/project | 20% | 20 |
| Criterion C: <ul style="list-style-type: none">Experience on projects in the region | 15% | 15 |
| Criterion D: <ul style="list-style-type: none">Work for UNDP/major multilateral or bilateral programmes | 5% | 5 |
| <u>Financial</u> | | |
| <ul style="list-style-type: none">Lowest financial proposal | 30% | 30 |

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following

formula:

$$\frac{\text{Lowest Bid Offered}^*}{\text{Bid of the Consultant}} \times 30$$

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

*** The method of evaluation is a desk review of P11. Please highlight in the P11 form major report you have prepared (but don't attach them at this time).**

ANNEX

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3 – P11 FORM

ANNEX 4 – Offeror's Letter to UNDP

**Terms of Reference for
Functional Analysis and Assignment of Government of Nepal (Phase II)**

I. Consulting Information

Title: International Consultant (social security including social welfare)

Department/Unit: Governance Unit

Reports to: National Project Director (PREPARE Project) and Senior Program Specialist / UNDP

Duty Station: Kathmandu

Expected Places of Travel (if applicable):

Duration of Assignment: As stated below in part VI and attached tentative schedule.

Brief on Assignment:

Under the general guidance of the National Project Director (PREPARE Project) and Senior Program Specialist / UNDP, the International Consultant (social security including social welfare) will be responsible for providing technical support to the team of national consultants in carrying out the tasks relating to analysis and assignment of social security including social welfare function of Government of Nepal at both sectoral and organizational levels for federalization of civil service and relevant areas of public administration in line with the conceptual framework and methodological plan as designed in the first phase of functional analysis undertaking and subsequent revisions. This will also include required support to the Office of the Prime Minister and Council of Ministers (OPMCM) and Ministry of General Administration (MoGA)/ PREPARE Project and UNDP which are coordinating this undertaking. The consultant will also undertake the assignment in consultation and coordination with concerned MoGA officials / PREPARE Project Team.

II. Background Information

The Ministry of General Administration (MoGA), Government of Nepal, has been executing *Project to Prepare the Public Administration for State Reform (PREPARE)* since March 2013 with the technical support of UNDP. The Project, implemented initially for two years, is helping relevant government institutions to get prepared for administrative reforms in the context of wider state reform processes.

The Interim Constitution of Nepal 2007 has declared that Nepal will be transformed into a federal country. A constitution to this end is to be adopted by the second Constitutional Assembly (CA) elected by the people in an inclusive manner. During the tenure of the first CA, its committees had undertaken significant works towards transforming the country into the federal structure. In 2010, the Administrative Restructuring Commission (ARC) also proposed various administrative arrangements to be made in the context of the new federal system and highlighted a need for further analysis of the roles and responsibilities of different tiers of government by sectors in consideration of the CA committees' recommendations. In 2011, all the central level organizations had carried out functional analysis within their spheres of work in coordination with the Office of the Prime Minister and Council of Ministers (OPMCM), which was further reviewed by a team of national consultants. Now, the second Constituent Assembly (CA) has been working to complete the

unfinished agenda of constitution writing, with preparation of preliminary draft constitution for discussions within CA and feedback from people. Modalities of federalization of the country and the forms of governance are in process of finalization through political process. However, the need for preparatory work for required administrative restructuring and reforms along with the present constitution drafting process is found to have been generally felt at both administrative and political levels.

Since 2014, MoGA has been extending technical support to OPMCM in undertaking functional analyses of government as preparatory work for federalization of administration through a team national consultants, with technical inputs from international consultants on international experiences and practices, who have already covered five sectors in the first phase such as education, agriculture, health, transport infrastructure and drinking water, along with decentralization and social inclusion as two cross-cutting themes. This team has also completed their final draft reports on functional analysis and assignment in line with the conceptual framework and methodology developed with inputs from the international consultants by holding a series of interactions and consultations with all the critical stakeholders. Now, the tasks related to functional analysis and assignment of government in second phase are being extended to seven new sectors like law and order, energy, forestry, land, social security, industry and tourism and commerce and supplies. For this, a new team of national consultants, consisting of one Team Leader and seven national consultants, each with specific areas of focus, will carry out the tasks related to functional analysis and assignment.

The functional analysis exercise is envisaged to be led by the technical committees in each of the sectors consisting of government officials working in the related sectors and these technical committees are to be supported by the team of national consultants as provisioned above. Likewise, the national team leader and members are to be supported by international consultant/s, as required. To assure quality on behalf of the main beneficiary of the assignment, the OPMCM has also established a Quality Circle that is led by the Secretary of the OPMCM comprising other six senior government officials.

The purpose of this term of reference is to hire an international consultant to provide technical inputs and backstopping services and advices to the team of national consultants (also those concerned with technical committees in the government organizations, where feasible, in carrying out their work related to functional analysis and assignment in social security including social welfare sector in line with the basic conceptual framework and methodology as developed in the first phase of functional analysis..

III. Objective of Assignment

The overall objective of the assignment is to support the OPMCM and MoGA / PREPARE Project by offering necessary technical inputs and advices to the team of national consultants, including those concerned with technical committees in the government organizations, in carrying out the tasks relating to analysis and assignment of social security including social welfare function of Government of Nepal at both sectoral and organizational levels for federalization of civil service and selected areas of public administration in line with the basic conceptual framework and methodology in the first phase of functional analysis and subsequent revisions.

| IV Major tasks and scope of work | | | | | | | | | | | |
|--|---------------------|----------------------------|------------------|--------|---------------------|----------------------------|------------------|--|---------|---------|--------|
| Major tasks and general scope of the assignment will be as follows: | | | | | | | | | | | |
| <ul style="list-style-type: none"> a) Study the roadmap containing concept, principles, methodology and approach, as developed for present and earlier phases of functional analysis (including any changes made therein later), to carry out functional analysis and assignment of public sector; including the reports on functional analysis and assignment covering five sectors such as education, agriculture, health, transport infrastructure and drinking water, along with decentralization and social inclusion as two cross-cutting themes b) Analyze the draft provisions of the reports of CA Committees as well as the available recent version of the constitution as they relate to assignments of roles and responsibilities to governments at different levels, focusing on social security including social welfare c) Review past relevant reports, including the report of the ARC, draft functional analysis and assignment reports prepared by the concerned ministries d) Conduct consultations / interactions with the team of national consultants or concerned sectoral consultants as needed through different communication channels, including other government officials concerned with functional analyses (applicable when in-country visit is planned) e) Provide tailor-made technical inputs, feedbacks, /concepts and international experiences / practices, in harmony with the conceptual framework prepared in earlier phase (including any changes made therein later), in designing and preparing reports of the tasks of functional analysis and assignment to be carried out by the national consultants in social security including social welfare sector, including a cross-cutting theme of decentralization to be addressed by the national team leader for coordinating the work of sectoral consultant and preparing a consolidated report. | | | | | | | | | | | |
| V. Deliverables: | | | | | | | | | | | |
| <ul style="list-style-type: none"> a) Tailor-made inputs and feedback, based on sound theory/concepts and international experience, in harmony with the conceptual framework prepared in earlier phase and subsequent revisions, to the national consultant (social security) on draft report, with quick supplementary inputs before report drafting (September-October 2015) | | | | | | | | | | | |
| VI. Consultancy details and terms | | | | | | | | | | | |
| <p>Total number of days of involvement:</p> <p>International consultant for social security including social welfare sector</p> <p>Total number of person days envisaged is 14 days on intermittent basis (in-country visit required in 3rd week of August 2015) spread over from September to October 2015. If any unforeseen need arises, the intermittent consulting may spread over till November 2015.</p> <table border="1"> <tr> <th>Sector</th><th>Total input in days</th><th>Home-based inputs/feedback</th><th>In-country visit</th></tr> <tr> <td>Social security (including social welfare)</td><td>14 days</td><td>10 days</td><td>4 days</td></tr> </table> | | | | Sector | Total input in days | Home-based inputs/feedback | In-country visit | Social security (including social welfare) | 14 days | 10 days | 4 days |
| Sector | Total input in days | Home-based inputs/feedback | In-country visit | | | | | | | | |
| Social security (including social welfare) | 14 days | 10 days | 4 days | | | | | | | | |

VII. Recruitment Qualifications (Education and Experiences)

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|--|--|
| <p>Consultant (Social security, including social welfare)</p> <p>Education:</p> <p>Experience:</p> | <p>At least a Master's Degree in law, public administration, political science, public policy, local governance, social security, social welfare or any other areas related to the sector of the assignment</p> <p>At least 10 years of experience in research and consultancy services in areas of public administration, decentralization, public policy or management, public sector reforms and other areas to the sector of assignment, preferably with relevant knowledge of functional analysis of relevant sectors / organizations of government or public administration in different countries which have gone through the process of federalization of state and conflict situation</p> |
| Language Requirements | Proficiency in spoken and written English is required. |

Tentative Work Schedule for the International Consultants

| Types of consultants | Major activity and delivery | Due Date | No of copies, type and language | Contents |
|---|--|--|---|---|
| A. Sectoral consultant <i>Social security / social welfare</i> | i) Review of the relevant documents / methodology / work in progress and draft report ii) Providing tailor-made inputs/feedback on social security including social welfare sector report | 10-14 days for each sectoral consultant , in-country visit should take place in early September 2015 | <ul style="list-style-type: none"> • Electronic version in English | <ul style="list-style-type: none"> • Tailor-made inputs/feedback, based on sound theory/concepts/principles and international experiences, for sectoral works / reports of national consultants. |